SITES, PRODUCTS AND ITEMS, OH MY!

An introduction to the inventory module and how to make it work for you.



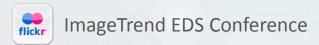
Definitions

SITE: Any location used to store objects.

PRODUCT: A group of items created with similar traits or under a single trade name.

ITEM: An individual product offered for commerce.







Pre-Test











Pre-Test























Sites

>FIXED OR MOBILE

>CAN ALSO BE AN ITEM

MAY BE LOCATED WITHIN ANOTHER SITE









Products

CAN BE A PARENT GROUP FOR INDIVIDUAL ITEMS

MAY BE SETUP BROAD OR DETAILED

MORE INFORMATION WILL HELP ALLOCATION AND MAINTENANCE RECORDS









Items

> HAVE INDIVIDUAL CHARACTERISTICS

>SERIAL # OR ITEM DESCRIPTIONS

>CONSUMABLES AND RE-USABLES









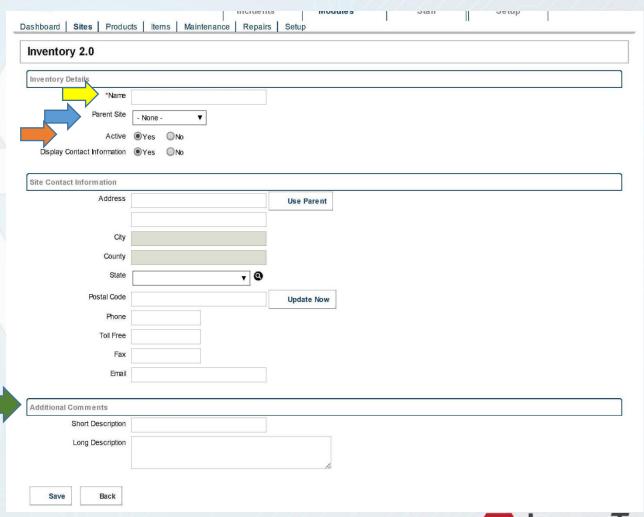
Adding a Site

Name: This can be a unit or product name. I.E. Engine 1, or First compartment- driver side, etc.

➤ Parent site: Only used for sites within other sites.

>Active: In service or Out of service.

➤ Additional comments: Can help you track items with customizable information.









Adding a Product

Name: Product name, I.E. 800 MHZ radio, Cardiac Monitor.

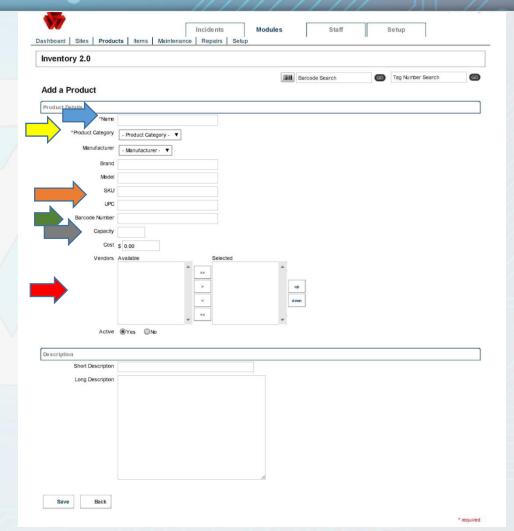
➤ Product Category: organize products in categories you create, I.E. Apparatus, Medical Equipment, etc.

>SKU/UPC: Codes used on products for sales and inventory.

➤ Barcode number: If bar-coding is used this number will correspond with the appropriate barcode.

Capacity: If a box of products is tracked, this number can refer to the number of individual items in the box.

➤ Vendors: If the vendor tab is used this will track which vendors have this product available.





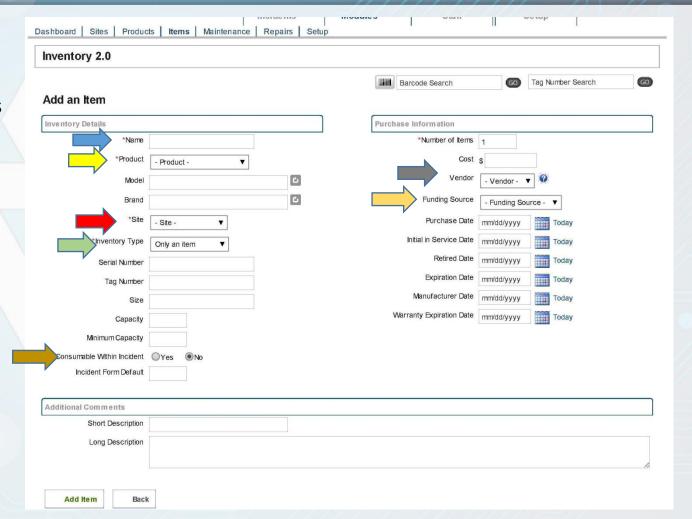






Adding an Item

- Name: Item name, I.E. Computer 1
- Product: If item falls into a category of products it will associate.
- > Site: Where the item is stored.
- > Inventory type: Site & Item, Only an item etc.
- **Consumable within incident**: for nonreusables.
- ➤ **Vendor**: If tracking vendors this can be used.
- > Funding Source: For purchase tracking.









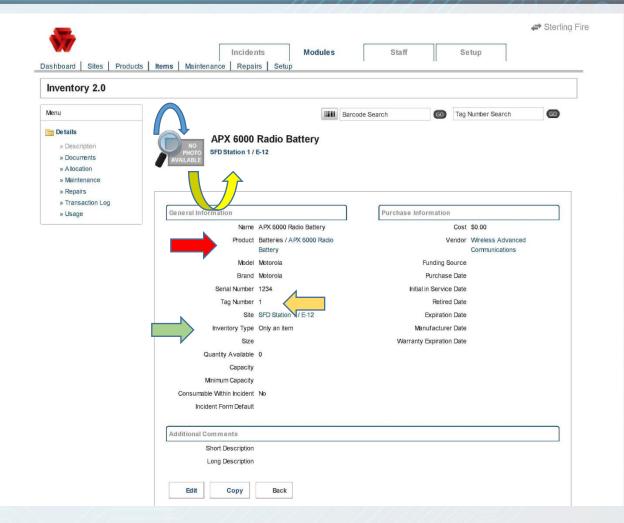
Completed Item Sample

Add a photo to identify the item easier.

Location information is below the title.

Product categories for tracking objects.

- > Track the inventory type of each item.
- > Tag numbers should be completely individualized for each item.





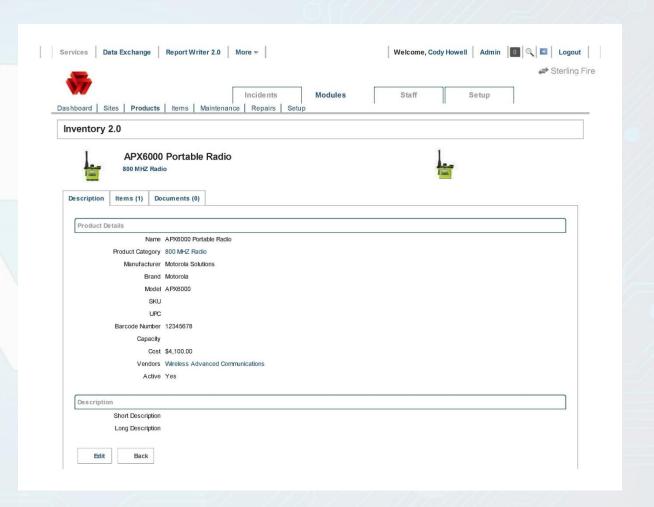




Completed Product Sample

▶ Barcode #- Barcodes all correlate to a alphanumeric code. I.E. 12345678, CF53ASGZA1M. Barcode may be a generic number for a full product line.

Vendor- In order to select a vendor for the product the Vendor has to be entered and the product must be listed for the Vendor.







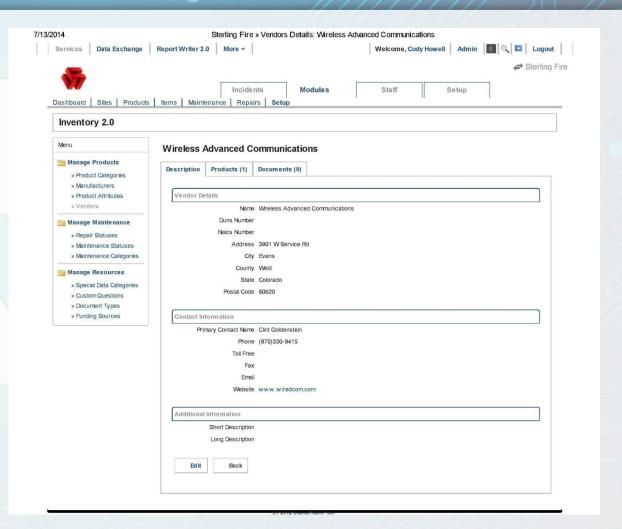


Vendor Sample

3 tabs let you see the vendor description, products available from the vendor and any documents associated.

> DUNS/NAICS for grants, etc.

Contact information









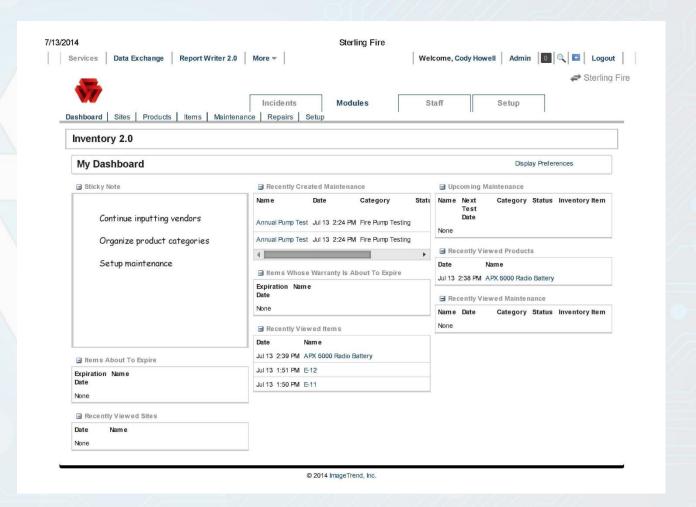
Dashboard

Customizable with information about inventory, maintenance, expirations, etc.

To add or remove fields click on display preferences.

View recently accessed files

Leave yourself notes







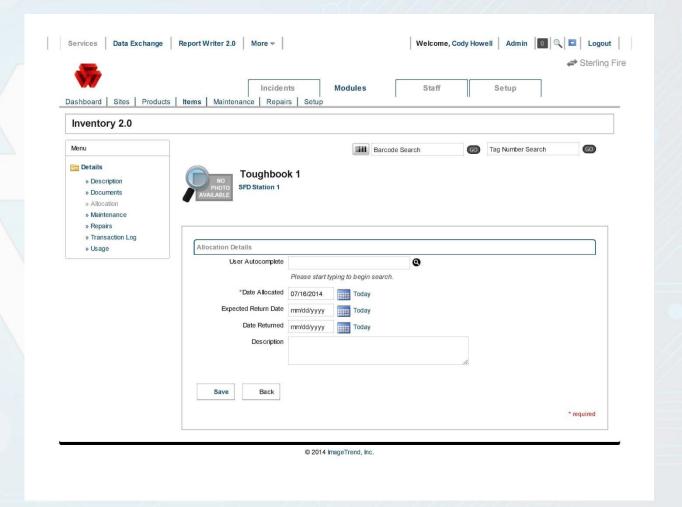


Allocation

Allocate equipment to members in your database.

Set dates for tracking

Description field can be used to explain details of the allocation.









Member's Equipment List

Makes it possible to see what equipment each member was allocated.

➤ Able to reference allocation from Inventory 2.0 or from Member section.

